



State of Tennessee Department of Children's Services New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: April 7, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

***These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement. No practice procedures have been revised unless to correct the above.**

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.		14.1 Central Intake	14	12/01/07	None
Summary of Policy revisions for 14.1: Revision made to section G 4 to read "five (5) categories" instead of "4" due to <u>child fatality/near fatality</u> inadvertently left off of <u>Work Aid 1</u> .					
2.		Work Aid 1- Categories and Definitions of Child Abuse-Neglect	14	12/01/07	None
Child Fatality/Near Fatality definition added back to Work Aid 1.					

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

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3.	14.7	Classification of a Child Protective Services Case	14	01/01/08	
Summary of Policy revision for 14.7: Policy revised to remove "Exempt From Finding" classification; Allegation Indicated, Sexually Reactive Child classification included back in policy.					
4.	14.17	Child Abuse Review Team-CART	14	01/01/08	CS-0729, Child Abuse Review Team Review
Summary of Policy revisions for 14.17: Revision made to Section B, 4, to remove "...and will submit this report to designated Central Office Coordinator for CART." Minor policy review required.					
5.	18.1	Social Services in Juvenile Justice Facilities	18	03/01/08	None
*Policy updated as stated above.					
6.	18.2	Recreation Services, Facilities, and Equipment	18	03/01/08	None
*Policy updated as stated above.					
7.	18.3	Youth Work Opportunity Program	18	03/01/08	None
*Policy updated as stated above.					
8.	18.4	Receiving and Documentation of New Youth	18	03/01/08	CS-0060, Face Sheet CS-0162, Personal Property Inventory CS-0176, Orientation Checklist
*Policy updated as stated above.					
9.	18.5	Control of Youth Personal Property in YDCs	18	03/01/08	CS-0162, Personal Property Inventory CS-0176, Orientation
*Policy updated as stated above.					

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10.	18.6	Personal Property-Accounting System for Youth in DCS Group Homes	18	03/01/08	CS-0162, Personal Property Inventory
*Policy updated as stated above.					
11.	18.10	Substance Abuse Screening for Youth in YDCs and DCS Group Homes	18	03/01/08	None
*Policy updated as stated above.					
12.	18.11	Services for Youth with Identified Substance Abuse Needs at YDCs	18	03/01/08	None
*Policy updated as stated above.					
13.	18.28	Program Audit Process and Monitoring Inspections for YDC's	18	04/01/08	None
*Policy updated as stated above. Summary of Policy revisions for 18.28: Supersedes DCS 1.28, 07/01/05; Policy 1.28 deleted from Chapter 1, re-numbered and moved to Chapter 18.					
14.	18.32	Treatment-Staffing Team Concept and Composition for DCS Group Homes	18	03/01/08	None
*Policy updated as stated above.					
15.	19.3	Standard Mental Health Referrals and Transfers for Youth in YDCs	19	03/01/08	CS-0065, Formal Letter of Transfer
*Policy updated as stated above.					
16.	19.4	Emergency Mental Health Referrals and Transfers in YDCs	19	03/01/08	CS-0065, Formal Letter of Transfer
*Policy updated as stated above.					

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17.	20.1	Health Services Administration	20	04/01/08	CS-0184 Signature Legend
Summary of Policy revisions for 20.1: Supersedes DCS 20.1, 01/01/07; Policy revised to delete references to DCS Group Homes from Section A. Minor policy review required.					
18.	20.2	Health Care Facilities, Staffing and Reporting at YDCs	20	04/01/08	None
Summary of Policy revisions for 20.2: Supersedes DCS 20.2, 08/01/07; Policy revised to add new Section A; Section D, 4, revised to require preparation of annual report "at the end of the fiscal year." Minor policy review required.					
19.	20.5	Health Care Delivery at YDCs	20	04/01/08	CS-0114 Health Screening For Youth in Department of Children's Services Residential Treatment Facilities CS-0194 Limited Activity Notice
Summary of Policy revisions for 20.5: Supersedes DCS 20.5, 01/01/07; Policy revisions include: Section B, revised item #1; item 3 deleted "...contact the Open Communications International (OCI); added "...access Interpreter Services; Section C, item 6, 3rd sentence, added "...incurred accessing; "...are the responsibility of youth's..." ; Section D, revised item 1 to add: "...during the entire hospital stay. The FSW or designee and/or a family member should be available to sign any necessary paperwork"; Section H, added item #7. Minor policy review required.					
20.	23.1	Monitoring and Conducting Sanitation Inspections in YDCs and DCS Group Homes	23	03/01/08	CS-0117, Inspection Checklist for Offices and Facilities
*Policy updated as stated above.					
21.	23.2	Environmental Conditions in YDCs and DCS Group Homes	23	03/01/08	None
*Policy updated as stated above.					
22.	23.3	Clothing, Bedding and Personal Hygiene Basics for Youth in YDCs and DCS Group Homes	23	03/01/08	None
*Policy updated as stated above.					

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4/7/2008